

# **MINUTES**

## **Bar Harbor Cruise Ship Task Force Thursday July 10, 2008 Council Chambers Municipal Building 93 Cottage Street**

### **I. Call to Order 8:34 AM**

*Members present were Chairman Paul Paradis, Vice Chairman Chris Fogg, Secretary Anne Krieg, Police Chief Nate Young, Harbormaster Charlie Phippen, Greg Veilleux, Fred Cook, George Seavey, Mary Opdyke, Bob Bahr, and Greg Gordon*

### **II. Excused Absences**

*Krieg moved with a second by Veilleux to excuse Powers. All were in favor of the motion.*

### **III. No minutes were prepared for action.**

### **IV. Veilleux moved, with a second from Opdyke to adopt the agenda. All were in favor of the motion.**

### **V. Staff Reports**

#### **A. Reports on June 22<sup>nd</sup> downtown drop off test**

Young reviewed his comments noting in particular the size (width) of the buses made it difficult to park and the fumes were an issue for some stores. He also noted that an officer is necessary to be there for the duration of the bus arrivals to manage the operations. Car parked there was also an issue that would need oversight to prevent in the future.

Gordon discussed challenges of multiple buses with not parking in front of a store. He noted issues with stacking of buses and some incidents of visitor confusion (not knowing where they were and how to get back to the pier).

Veilleux reviewed the map project noting that it might help with passengers understanding how close they are to the tenders.

Gordon questioned if can we have one for the next try for the drop off.

Fogg offered that temporary signs to show information to the visitors and no parking on the street might be helpful.

It was noted that few people stayed on the bus; more passengers remained on the bus on the 1:00 arrival to the downtown.

## **B. Report on Portland Cruise Symposium**

Paradis, Fogg, Krieg and Powers all were in attendance. Their intent was to meet with executives from the industry. They discussed with the industry the Task Force's concepts for fees structures. They also saw what other ports are doing. The group in attendance was happy to note that Bar Harbor is further along in organizing ourselves and improving the operations management. The attendees agreed that they had accomplished their goal of connections and learning through their attendance.

## **VI. Regular Business**

### **A. Continue discussion with Ocean Properties on future plans for West Street and service to Cruise Ship tenders and passengers.**

No one from Ocean properties was present for this discussion.

### **B. Possible action on determining the date of the next downtown drop off test**

August 10<sup>th</sup> (offered by Gordon) or the 28<sup>th</sup> (offered by Young) were discussed as options. It was discussed whether we should be testing in the summer when we don't have a lot of visits; rather should we test in the fall as well. Perhaps we should test in the middle of the week; August 5<sup>th</sup> was discussed. Explorer of the Seas (Fogg) was also discussed as good ship for a test, and then we can then discuss it on the 14<sup>th</sup> of August. Gordon said that ship does not have tenders, uses portside tenders and that Explorer of the Seas is not set up to stop here. They had to build a special platform for passenger to off load. It was discusses if this interferes with what we are trying to do. Veilleux said some stores did better than others, some people spend less if it's the last or later stop in their cruise, so this needs to be factored in determining the success of a stop.

***Phippen moved, with a second by Krieg to test the second bus stop again on the 28<sup>th</sup> of August.***

Young questioned should we test on the 5<sup>th</sup> of August.

September 17<sup>th</sup> as a third date was discussed.

Motion failed 2:9 with Gordon and Phippen dissenting.

***Fogg moved, with a second by Veilleux for August 5<sup>th</sup> as the second bus stop test date.***

***Motion passed 10:1 (Phippen dissenting).***

***Seavey moved with a second by Opdyke to request Council for 2 more test dates for a second bus drop off area for the fall season using same location.***

***All were in favor of the motion.***

Young noted that no overnight parking or other signs/cones will be placed the night before the test.

**C. Cruise Ship Fees**

**i. Report and possible action on recommendations from Cruise Fee sub-committee.**

**1. Fee Schedule**

Paradis discussed his meeting with Tom Dow of Carnival at the Symposium. One year timing was acceptable for advance notice and he was generally acceptable to the fees concept but was cautious.

*Young moved with a second from Veilleux to adopt the recommendation for cruise ship fees structures 2009 with proposed fees at \$4 a passenger.*

Industry notification was discussed along with the 18 month rule for advance notice. The industry needs to know the fee structure because they are booking into a 2009. It is incumbent upon us to notify the industry of the changes.

It was noted that Phippen notifies the industry through the agents. Powers noted there should be a formal letter from the Town on the changes.

Paradis reviewed the budget for the fee structure.

Island Explorer ridership numbers do increase on cruise ship days. It was also noted that a lot of crew members appear to use the service.

Paradis reviewed the different expenditures and needs from the fees.

Young reminded the group that taxi cab management needs attention.

Fees are meant to cover existing services, improved services and port development.

In-town shuttle was discussed as another use of funds. It was noted that we could not have them pay the shuttle, to which they can contribute. The Island Explorer season doesn't cover all of the cruise ship season

*All were in favor of the motion.*

**2. Enterprise Fund**

Paradis reviewed the concerns expressed by the cruise industry; they want to make sure the money goes to the town's needs to service them. The cruise industry does not want to see their payments to the town going into the General Fund. Paradis offered a system akin to the water department; this system makes sure the money gets there. Issues included who will be in charge of the funds. The sewer fund was used as an example; they had a committee but now the Town Council does it. There is a public hearing process, and the funds are less susceptible to the whims of Town Meeting. It was questioned if we want a separate committee.

Perhaps there could be a Cruise ship representative sitting on it akin to a port authority? It was noted that Portland has fees going to the general fund and Eastport has a port authority.

Bahr indicated Town Manager and Stan and other staff could bring a concept for this committee for review. The monies include dockage and moorage and not just the cruise ship fees, so that could affect the general fund.

It was questioned if it was an issued if we approved the fee schedule but haven't ironed out the Enterprise Fund.

Young offered to let Finance staff and the Council work it out. It's crucial that the structure for the fees is followed so that the monies are earmarked directly as the fee is set up.

Seavey advocates that the fee is setup for these dedicated items.

*Young moved with a second from Veilleux to recommend to the Council that they develop a mechanism, upon adoption of the 2009 fee schedule, to follow the cruise operations annual budget.*

*All were in favor of the motion. (Gordon was absent for vote)*

### **3. Schedule for review**

Bahr noted that we already recommended that an annual review of operations.

*Young moved with a second by Fogg to recommend to the Council they add the fee schedule as part annual year-end review of cruise ship operations (noting this is the second quarter of the fiscal year). All were favor of the motion.*

## **D. Walking Map**

### **i. Report from walking map sub-committee.**

Krieg is looking at prices.

Fogg will hand out his temporary map on the test dates.

Questions discussed included: How can we get it to the passengers? Can they give it out on the bus? Gordon doesn't want to compete with the cruise line and he noted that the visitors need to know where they are and where they can go.

Seavey already gives a map out of every port so why not use the cruise industry to print them up, etc.

Cruise lines do have a shopping service of preferred vendors.

General map with no advertising providing general information as well as historic information is the map being prepared by staff.

Follow-up will include use of the sub-committee.

**VII. Public Comment**

The per passenger cap that is the lower berth capacity base was clarified.

**VIII. Items for next agenda**

- A. Taxi tours and taxi stands, vendors at the Pier, who is using what spaces and how to handle requests from new companies was requested by Young.
- B. Discussion of the test will also occur.
- C. Report on council action from the Chair.
- D. Maps
- E. 4<sup>th</sup> of July cruise ship schedule

Other notable items included:

Krieg will work with staff to make sure all letters get to the members as some didn't go out in packet.

Survey from Fogg on the second drop off test was discussed.

It was noted that there should be some advertisement that the town the test is happening. We need more publicity for the businesses. Perhaps we could use the email list-serve for Merchant's Association and the Chamber

**IX. Set next meeting time, date and place**

- A. **8:30am, August 14, 2008, Council chambers.**

**X. Adjournment @ 10:32 AM**

*Minutes were prepared by Anne Krieg for Task Force consideration at their October 23, 2008 meeting.*